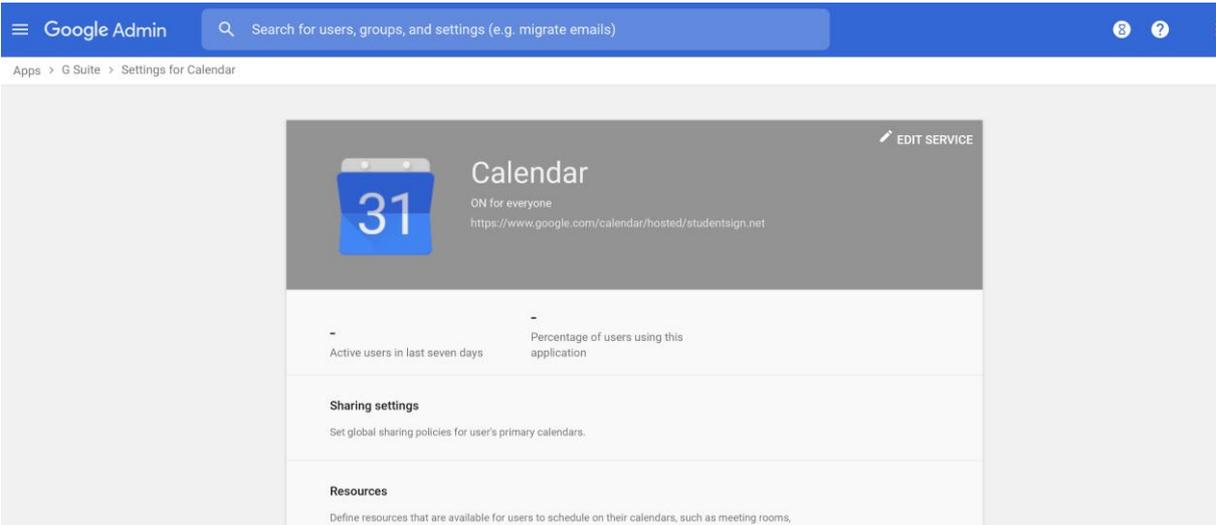


Manual to set Google Calendar Update options in G Suite

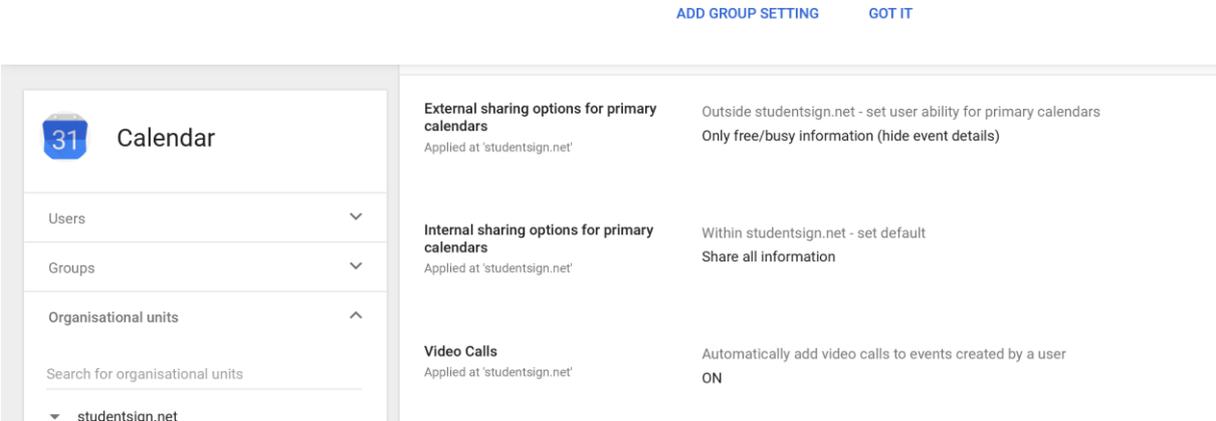
Login in a web browser (i.e. Google Chrome) as a G Suite Administrator for your organisation.

On <https://admin.google.com> go to apps -> Calendar

Click on 'Sharing Settings':



Click on 'External sharing options for primary calendars':



Click on 'External sharing options for primary calendars and select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.

[ADD GROUP SETTING](#) [GOT IT](#)

31 Calendar

Users ▾

Groups ▾

Organisational units ▲

Search for organisational units

▼ studentsign.net

Sharing settings

External sharing options for primary calendars
Applied at 'studentsign.net'

Outside studentsign.net - set user ability for primary calendars
By default, primary calendars are not shared outside studentsign.net. Select the highest level of sharing that you want to allow for your users.

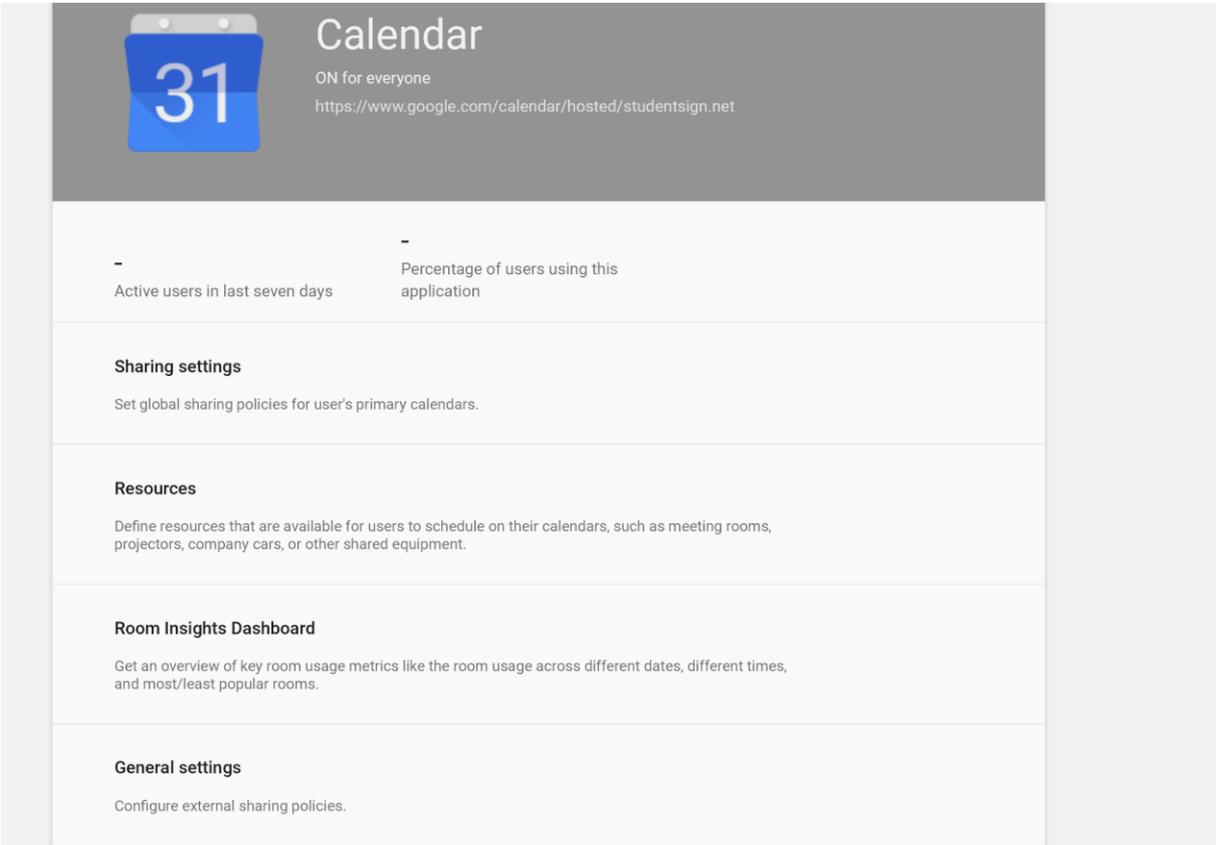
- Only free/busy information (hide event details)
- Share all information, but outsiders cannot change calendars
- Share all information and outsiders can change calendars
- Share all information, and allow managing of calendars

i Changes may take up to 24 hours to propagate to all users.
Prior changes can be seen in [Audit log](#)

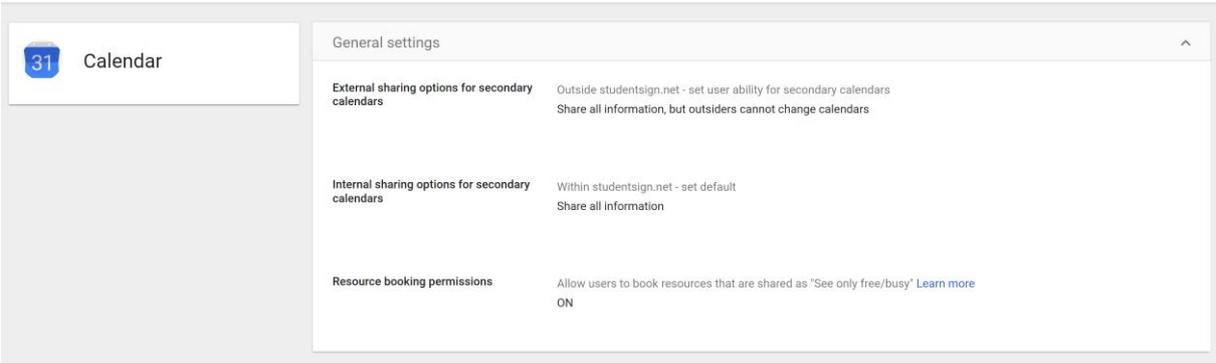
(Optional) To set external calendar sharing options for secondary calendars users create, go to G Suite > Calendar > General Settings

You'll see the same options as for primary calendars. You just can't set them for individual organizational units.

Click on 'General settings':

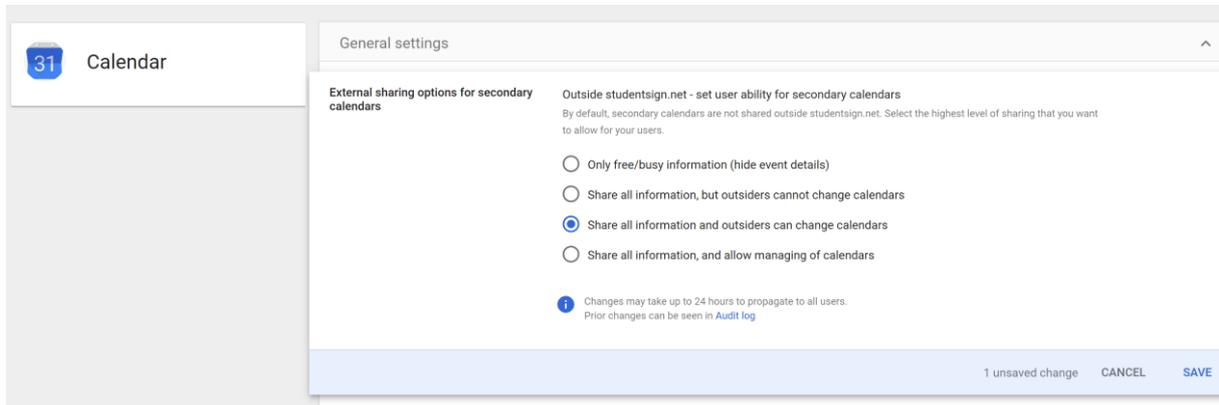


Click on 'External Sharing for secondary calendars':



Select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.



You are done.